

14 May 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 19
10 - 14 May 1971

1. At the request of the DDP/TRO, a study was completed giving details on how long the Agency has been using the Senior Executive Course at DODCI, how many Agency employees attended, and how many were from the CS. The study revealed that the Agency has been using the course since September 1965 and to date forty-nine Agency employees attended, including eleven from the CS. The remaining thirty-eight were 24 DDS employees, 7 O/DCI, 4 DDS&T, and 3 DDI.

2. In response to the information sent to all Senior Training Officers last week regarding the Department of Army's Strategic Weapons Exchange Models Training Program, ten nominations have been submitted to the Army for consideration; four from OCS for the entire program and six (five OSR, one ORD) for the one day Executive Planner Orientation. The deadline for enrollment in this training is 14 May; we do not expect more nominations. The Army will tell us next week the number of our nominees to be accepted.

25X1A5a1 3. The Office of Communications has asked OTR/ISS/AIR to arrange [] a special one or two week course on microwaves. OC selected that facility because it already offers two courses on microwaves which lend themselves to the revisions contemplated by OC. [] 25X1A5a1

25X1A5a1 [] has the capability of running the special course, but that he would have to see the course outline before he could give cost, location, and dates. OC will send us the course outline to forward to [] who 25X1A5a1 after reviewing it, will call to set up an appointment to discuss

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the details. AIR will continue to act as administrative liaison for the project with OC supplying the information on course content.

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4. Notes of interest from OP's weekly clearance list:

[redacted] OER, was sponsored for full-time training at American University from September 1968 to September 1969. Carl is resigning from the Agency today. OER requested a partial waiver of the training agreement; this was approved by the DD/I and DD/S. Carl will pay back \$879.

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[redacted] OS, was sponsored for a correspondence course and advanced \$305. Mr. [redacted] is resigning and since he has completed eight lessons of a total of thirty, he will pay back \$222.

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5. Four people were briefed this week prior to their attending FSI Area Seminars. [redacted]

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[redacted] CRS, will attend the Southeast Asia Seminar; Karen [redacted] OCI, will attend the Latin America Seminar.

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Also briefed was Mr. [redacted] CRS, who will attend "Management of Organizations" at Kings Point.

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6. The chief of training [redacted] has established that a systems approach be used in the development of all of the courses being taught there; he has assigned two instructors to work full time with the Instructor Training Branch in applying the systems approach in the redesigning of their courses of instruction. ITB will be involved in using instructional technology in assisting [redacted] in their complete reorganization of courses of instruction. We plan to do this for TSD training courses as well. Stan will be spending a week (17 - 21 May) working with the chief of the audio operations course [redacted]

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7. [redacted] had one additional meeting this week with the Africa Division asset to complete training in motion picture camera techniques. On the same day he also met with the Army sound engineer to complete specifications for the Auditorium sound system contract.

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8. [redacted] refilmed the defensive driving sequences at [redacted]

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Instructional Support Staff

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